

EXHIBIT A

1. All Legal Documents must be e-mailed to Legal Services Intake, immediately, upon receipt
2. Refer to the Source card re: "Accepting Legal Service" for e-mail instructions.
3. Each service must be sent separately and requires it's own Branch Cover Sheet
4. You must e-mail all pages of the service. For services where the front and back of each page is used, you must first photo copy the service using the two sided to one sided photocopy selection and e-mail the photocopy to Legal Services Intake.
5. Follow the procedures in the Source should a service require immediate escalation. Refer to "How to Escalate Urgent Issues" under the "Litigation Support Unit" Source Card.

#1

AO 440 (Rev. 06/12) Summons in a Civil Action

UNITED STATES DISTRICT COURT

for the

Western District of Texas

Priscilla A. Ellis-Erkkila

Plaintiff(s)

v.

Citibank et al.
Citibank CEO

Defendant(s)

Civil Action No. 6:20-cv-01039-ADA-JCM

SUMMONS IN A CIVIL ACTION

To: *(Defendant's name and address)*

Citibank and Citibank ceo
8701 W. Sahara Ave., Las Vegas Nevada 89117

A lawsuit has been filed against you.

Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are:

Priscilla A. Ellis-Erkkila
#03260180
P.O. BOX 6411
Williamsburg, VA 23188

If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court.

CLERK OF COURT

Date: 09/30/2021

L Diaz
Signature of Clerk or Deputy Clerk

#2

AO 88B (Rev. 12/13) Subpoena to Produce Documents, Information, or Objects or to Permit Inspection of Premises in a Civil Action

UNITED STATES DISTRICT COURT

for the

Western ~~XXXXXX~~ District of Texas

Priscilla A. Ellis-Erkkila

Plaintiff

v.

Citibank et al.

Defendant

Civil Action No. 6:20-cv-01039-ADA-JCM

SUBPOENA TO PRODUCE DOCUMENTS, INFORMATION, OR OBJECTS
OR TO PERMIT INSPECTION OF PREMISES IN A CIVIL ACTION

To: CITIBANK CEO/Attorney

8701 W. Sahara Ave., Las Vegas, Nevada 89117

(Name of person to whom this subpoena is directed)

☒ **Production:** YOU ARE COMMANDED to produce at the time, date, and place set forth below the following documents, electronically stored information, or objects, and to permit inspection, copying, testing, or sampling of the material: Bank statements from 1-2011 through 8-31-2015 for the accounts 6786582109 -Priscilla Ellis-Erkkila /Kenietta Johnson Auth Signer 500409826 and 500409818 and 9787525812 and 9773662006 all for VICKEN INTERNATIONAL TRADERS LLC/Priscilla A. Ellis Erkkila CEO

Place:

P.O. Box 6411
Willaimsburg, VA 23188

Date and Time:

on or before 15 September 2021

☐ **Inspection of Premises:** YOU ARE COMMANDED to permit entry onto the designated premises, land, or other property possessed or controlled by you at the time, date, and location set forth below, so that the requesting party may inspect, measure, survey, photograph, test, or sample the property or any designated object or operation on it.

Place:

Date and Time:

The following provisions of Fed. R. Civ. P. 45 are attached – Rule 45(c), relating to the place of compliance; Rule 45(d), relating to your protection as a person subject to a subpoena; and Rule 45(e) and (g), relating to your duty to respond to this subpoena and the potential consequences of not doing so.

Date: 09/30/2021

CLERK OF COURT

L Diaz

Signature of Clerk or Deputy Clerk

OR

Attorney's signature

The name, address, e-mail address, and telephone number of the attorney representing (name of party) _____, who issues or requests this subpoena, are:

Notice to the person who issues or requests this subpoena

A notice and a copy of the subpoena must be served on each party in this case before it is served on the person to whom it is directed. Fed. R. Civ. P. 45(a)(4).

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Attachments

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Submitting legal File

ME

Maldonado, Elena [GCB-RTLB]

To: LSI- BRANCH LEGAL DOCUMENTS

Untitled Outlook item

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Tue 10/26/2021 6:44 PM